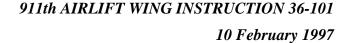
## BY ORDER OF THE COMMANDER 911TH AIRLIFT WING



**Personnel** 





## COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes 911 AWI 36-101, 1 February 1995 Pages: 2

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This instruction implements AFPD 36-1, *General Civilian Personnel Provisions and Authorities*. This regulation establishes the standard format for maintaining all base official civilian designated bulletin boards. It is applicable to all personnel designated to maintain and monitor such boards.

## SUMMARY OF REVISIONS

This is a revision of 911 AWI 36-101, 1 February 1995. It updates and streamlines previous guidance.

**1. General Information.** Official base civilian bulletin boards will be located in a well-lighted area, convenient to all applicable personnel, but not impeding the flow of pedestrian traffic. Each will be assigned to a specific office for the purpose of monitoring and maintenance of all documentation posted. If possible, each bulletin board should be at least 3' x 6'.

## 2. Required Postings:

- 2.1. Rosters of Equal Employment Opportunity (EEO) counselors and Special Emphasis Program Managers.
- 2.2. Commander's policy statement for Equal Employment Opportunity.
- 2.3. Negotiated Agreement (Labor/management Contract).
- 2.4. Roster of Union Officials.
- 2.5. Commander's Sexual Harassment Policy Letter.
- 2.6. Commander's policy statement of DoD Priority Placement Program.
- 2.7. Employee Assistance Program Poster.
- 2.8. Weingartner Rights.

- 2.9. Inspector General (IG) complaint System.
- 2.10. Hatch Act Information.
- 2.11. Injury Compensation (CA-10).
- **3. Optional Postings.** Items for optional posting are to be at the discretion of the Bulletin Board Monitor.
- **4. Monitor Responsibility.** A person will be designated as monitor by the Division Chief. A copy of each designation will be forwarded to the 911 AW/DPC. Their duties will be as follows:
  - 4.1. Review the bulletin boards monthly for currency and neatness.
  - 4.2. Question the material which appears to be outdated and contact the OPR for clarification whether the document is superseded and what the replacement status of the documentation.
  - 4.3. Review all material for posting as to its necessity, good taste and consistency with Air Force doctrine, procedures and policy.
- **5.** Union Bulletin Boards. In accordance with Negotiated Agreement between the 911th AW and Local 2316, American Federation of Government Employees (AFGE), the union will be afforded a portion of each official civilian bulletin board.
  - 5.1. Location of union authorized space on the civilian bulletin board will be designated by the employer.
  - 5.2. Whenever possible, a space of 16" x 27" will be provided and identified as "AFGE."

F. BAXTER LANE, Col, USAFR Commander